

C O N F I D E N T I A L

18 January 1974

OFFICE OF PERSONNEL MEMORANDUM NO. 20-51-5

SUBJECT: Initial Processing of Contract Type I Personnel for  
Headquarters [REDACTED]

1. This memorandum establishes the Staff Personnel Division, Office of Personnel (SPD/OP) as a central point for the initial processing of Contract Type I applicants. This centralization of processing is intended to insure uniformity in the preliminary administration of such personnel and to provide a single source of information and contact on related matters for such applicants and for the Office of Security, the Office of Medical Services and the operating components concerned. Local hire contract employees [REDACTED]

[REDACTED] at foreign posts will continue to be processed by the responsible operating components unless arrangements are made with SPD for such services.

2. The component having administrative jurisdiction over an applicant is responsible for obtaining such internal authorization to hire as is required by the Directorate concerned. The responsible component will forward professional applicant files to the Professional Staffing Branch, SPD, Room 5 E 47, Headquarters, and clerical applicant files to the Clerical Staffing Branch, SPD, Room 332, Ames Center Building. Each applicant file will include one copy of a Personal History Statement, Form 58 Medical History (in a sealed envelope), an Authorization to Release Information, an Applicant Information Sheet No. 1, and an Appendix 1. The type of employment (Contract Type I), occupational title, grade, and salary will be listed on the Routing and Record Sheet. The responsible component will also record on the Routing and Record Sheet any cover considerations or special clearances which are required.

3. Upon receipt of the applicant's file, the Staff Personnel Division will forward:

a. the original and two copies of Form 377, Request for Security Clearance, with the necessary copies of the Personal History Statement and Appendix 1 to the Office of Security; and,

b. the original and one copy of Form 570, Request for Pre-employment Medical Evaluation, together with the Medical History in a sealed envelope, plus the original and four copies of Form 259, Request for Medical Evaluation, to the Office of Medical Services.

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4. The Offices of Security and Medical Services will conduct reviews and return one copy of each form to SPD with comments. Upon receipt of invitee approvals from OS and OMS, SPD will contact the applicant by phone to arrange dates for pre-employment interviews, desired tests, medical examination, and polygraph. Subject to any cover considerations, SPD will also correspond (initiation, confirmation of appointments, interim, etc.) with the applicant as appropriate. Upon receipt of full security and medical clearances, SPD will advise the responsible component and return the applicant file.

5. Upon receipt of the applicant file from SPD with notification of the necessary security and medical approvals the component will prepare the contract check list , establish an entrance-on-duty date, and arrange for the applicant to sign the contract and report for duty.

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R. W. M. Janney  
Director of Personnel

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